

GOVERNMENT OF THE DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY



Contracts and Procurement Administration

HCA BRIEFING QUESTIONS

- 1) Do programs located and licensed in another jurisdiction (e.g. MD) need to become licensed in the District, if District youth will be treated in the program's home Jurisdiction?**

The Provider of services within a jurisdiction other than the District of Columbia shall meet the licensing requirements for the jurisdiction in which the facility is operating; and may also be required to comply with any District of Columbia licensing requirements that may be more stringent. A program operating a facility in another jurisdiction is not required to seek a District of Columbia license, but must provide evidence of licensure for the jurisdiction within which the facility is operating. The Provider's facilities shall maintain compliance with all local and federal housing and building code regulations, including both external and internal handicap-accessibility.

- 2) Is there a list of proposed elements that you will be looking for when business plan are submitted?**

Yes, the items that need to be addressed in the business plan will be outlined in the Scope of Work.

- 3) Can the Human Care Agreement CQR be submitted while the License of 63 and 62 for your organization is pending?**

Yes.

- 4) Certificate of Occupancy requirements; zoning code II ord. 7-24 states that housing less than 7 will not be require C and O's. (DCRA will not issue C and for homes that have 7 or less residents.**

To be answered later.

- 5) If an agency has provided 4 ½ years of experience in providing services for abuse of mental health clients from 18-20; would that suffice the 5 year requirement?**

To be answered later.

- 6) What are specifics that should be included in the QA system how current must the agencies financial statement be? What addiction information would be essential to remarks section?**

The actual QA system developed for the agency should include a review process of program goals and outcomes, measurement tools utilized and specific staff assigned to complete the internal review system. Financial statements should be no more than 3 years old.

We do not understand the addiction information.

- 7) How will these rules affect new human care services providers?**

The Human Care Agreement requirements will allow all prospective service providers to be considered provided they meet all of the qualifications and specialized experience criteria.

- 8) How will this likely affect rates of compensation?**

The HCA process is a competitive process. Each awarded task order will be based on the negotiated rates between the service provider and CFSA.

9) How long is the process to acquire a contract likely to be? (Range please)?

HCA could be awarded soon after the business proposals are received and rates have been negotiated, if the anticipated amount is less than a million dollars. HCAs in excess of a million dollars require Council approval and will take longer (approximately 60 – 90 days). Task orders are expected to be awarded within sixty (60) days following award of the HCAs.

10) What is the average number of contracts awarded each year for independent residential units?

Since the Human Care Agreement process is a fairly new one to CFSA, data is not available relative to number of task orders awarded. CFSA anticipates awarding task orders based on service trends. In the past, CFSA has awarded 8 contracts for independent living. Specifically for ILP residential sites, there have been up to 95 total beds awarded between the 8 contracts.

11) As a new operation can we fill out all applicable current data and amend as applicable?

Once your package is submitted, that package shall be reviewed as submitted.

12) Do I need a human services agreement for each categories meaning one for diagnostic assessment, one for traditional group home care one for teen Bridge etc?

Yes. A Contractor Qualifications Record package must be submitted for each category of interest.

- 13) Please provide information on PPW data elements for agencies that are not currently. Also, could you please send power point presentation?**

PPW (FACES) data can be accessed from any computer with the correct codes given by CFSA to each provider. CFSA would prefer a designated staff member from each agency receive training and be the point of contact for managing that agencies census and data input.

The power point presentation is available at our website. www.cfsa.dc.gov, click on contracting opportunities.

- 14) Are beds being sort outside of DC and how many of the 400 plus?**

CFSA will award beds up to 100 miles from DC. The number of beds awarded to each agency will be determined from the business plans. There is no pre-determined number of beds that will be located in any geographical area.

- 15) Medicaid provides for Virginia is that enough to get us through the contracting period while we apply for DC Medicaid?**

Being a DC eligible Medicaid provider is not a requirement.

- 16) Not being DC Medicaid providers should our bid be for the total cost?**

CFSA is not accepting bids for the congregate care services. The qualified service provider should submit their proposal and total price/cost data based on the Statement of Work that will be released by CFSA. If you are not a DC Medicaid Provider than your price/cost data should reflect the total cost.

- 17) Will time be allowed to become Medicaid providers?**

Yes.

18) Will key personnel be different, possibly for each separate CQR?

This will depend upon the company's organizational structure. The key personnel may be the same for all categories. Again, it is dependant upon your organizational structure. A Provider may "share" key positions across programs on condition that staffing ratio and service array requirements stipulated in the scope of work are fully met.

19) What do you mean by "business plan" what are the elements for the plan as we go forth with task orders?

A business plan is similar to a proposal. It should highlight your company's ability to meet the District's minimum requirements as enumerated in the Scope of Work.

20) Once the HCA is submitted, when will applying organizations find out if they are qualified or not?

The Contracting Officer will notify organizations that have been deemed "not-qualified" upon completion of the Contracting Officer's independent assessment.

21) If the HCA process takes longer than expected, will current contracts be extended?

CFSA's goal is to provide uninterrupted services to its clients. With that in mind CFSA will take the necessary steps that are in the District's best interests.

22) Can the price cost proposals include both a per diem and cost reimbursable?

Yes, depending on the service type.

23) Can start up costs be built into price proposals?

That will be up to the entity as this is a business decision that only you can determine. This is a competitive process and CFSA will be looking at the final price to determine reasonableness for the Agency.

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24) What type of timeline will be permitted for new program start-up?

90 days.

25) If you are in the process of licensure with CFSA licensing; do I still apply? Do I submit my letter?

Yes.

26) Is the CQR and ongoing process for new agencies?

The District will continue to receive CQRs through April 2010. The initial cut-off of May 19, 2009 is for congregate care providers only and the District reserves the right to accept CQRs for congregate care submitted past this date, if it is in the best interest of the District.

27) How many total beds are being contracted?

Total: 450 – 475 beds.

28) How many providers are you contracting with?

This is an unknown at this time.

29) Who will the evaluation panel be comprised of?

The review panel will consist of members from the following Administrations: Contract Monitoring and Performance Improvement, Office of Clinical Practice, Office of Planning, Policy, and Program Support, Office of Youth Development and Placement Services.

30) What is the process for submitting for this bid (HCA)?

The process consists of submitting the Contractors Qualifications Records and all applicable documentation; being deemed qualified or not-qualified; if qualified, receiving the statement of work; submitting a business plan and price/cost data to address the statement of work; negotiating with CFSA and if deemed in the best interest of the District, receiving an awarded task order.

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31) When will statement of work be released?

After providers are deemed qualified, CFSA anticipates releasing the statement of work within two weeks.

32) What is the time line for initiating services and signing of contracts?

CFSA anticipates awarding to deemed qualified service providers as soon as possible.

33) What is the possibility for receiving emergency placements in the interim?

Placements will be made only with organizations that have a contract.

34) Will CFSA offer technical assistance for new vendors in putting packages together?

CFSA cannot offer any technical assistance, as this would pose a conflict of interest.